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29 April 1954

Mr. Robert H. Bahmer
Acting Archivist of the United States
General Services Administration
National Archives and Records Service
Washington 25, D. C.

Dear Mr. Bahmer:

In my letter of 21 April I informed you that CIA personnel were reviewing the World War II War Production Board records.

This examination has been completed and of the 50,000 to 75,000 feet of records scheduled for destruction, CIA has determined an interest in but 540 feet; these comprise the files of the Foreign Division and the Bureau of International Supply.

I have asked the CIA Records Officer to negotiate with your people for the transfer of the selected records to CIA. The Agency interposes no objection to the destruction of the remaining records referred to in your letter of April 13, 1954.

Sincerely yours,

James M. Andrews
Assistant Director
Collection & Dissemination

OCD:JB:rbh

cc: DD/I w/basic ✓
Chief, Mgmt Stf, Attn: [] for action
Chief, IR/CD
ORR/ST/I, Attn: []

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GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

April 13, 1954

Lt. General C. P. Cabell
Deputy Director
Central Intelligence Agency
Washington 25, D. C.

Dear General Cabell:

The Federal Records Center in Alexandria, Virginia, holds about 50,000 cubic feet of records of the World War II War Production Board, its predecessors and successors, that were transferred to the Department of Commerce upon the termination in 1947 of the Office of Temporary Controls.

These records, with certain exceptions, do not have sufficient value to the Department of Commerce to warrant their further preservation. Attached is a disposal list describing those records that appear to be disposable at this time. Appended to it is an analysis of the records of the Board that appear still to be of continuing value.

In view of the fact that during recent months some use was made of WPB files by representatives of your Agency, we want to ensure that the records to be retained will meet the needs of the Central Intelligence Agency.

We would appreciate a statement from you as to whether the work of the Central Intelligence Agency would be impeded if disposition of the WPB records is made in accordance with the plan indicated in the attached lists.

Sincerely yours,

Robert H. Bahmer
Acting Archivist
of the United States

Enclosures - 2

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual
on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Records Management Service, Region III

3. MINOR SUBDIVISION

Federal Records Center

4. NAME OF PERSON WITH WHOM TO CONFER

M. V. Ritter

5 TEL. EXT.
Code 1225
Ext. 161

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or
schedule of 5 pages are proposed for disposal for the reason indicated: ("X" only one)

☒ A The records have
ceased to have suffi-
cient value to warrant
further retention.

☐ B The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-
rence of the event specified.

☐ C The records will have ceased to have sufficient value to warrant
retention in their original form by virtue of the fact that the
microphotographic copies, made in accordance with standards of
the National Archives Council, will be adequate substitutes for
the original records.

(Date)

(Signature of Agency Representative)

Chief, Federal Records Center
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>WAR PRODUCTION BOARD, PREDECESSOR AND SUCCESSOR AGENCIES</p> <p>Records of Staff Offices, 1940-47: Fragmentary residue of records of the Executive Office of the Chairman, the Offices of the Administrative Assistant to the Chairman, the Executive Vice Chairman and the four Vice Chairmen for Program, Planning, International Supply, and Field Operations and of some but not all of the subordinate and related bureaus, offices, divisions, and committees, consisting of (1) incomplete files of correspondence, reports, memoranda, and related materials representing the routine day by day activities of these units after the removal of the significant materials; and (2) extra copies of correspondence, minutes, reports, orders, regulations, issuances, and related materials being preserved elsewhere (including personal and convenience files of individual members of the legal staff).</p> <p>NOTE: Major records of these as well as of the other staff offices and committees being preserved in the National Archives include:</p> <ol style="list-style-type: none">Official minutes of the Board, the various committees, and staff meetings of bureaus, offices, and divisions.Records of the Chairman and the principal officials and organizational units of the Board including correspondence, reports,		

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Four copies, including original, to be submitted to the National Archives

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>memoranda, and other materials, arranged by subject.</p> <p>3. Papers giving the organization, functions, personnel, and budget of the various units, including directories and organization charts.</p> <p>4. Issuances including annual and periodic reports; directives, instructions, and manuals; orders and regulations; studies and surveys; and histories of all units for which they were prepared, and so-called "custody" files.</p> <p>5. Master set of forms used by the Board and statistical tabulations and analyses.</p> <p>2. Records of Functional Divisions, 1940-47: Records of the Redistribution, Conservation, and Salvage Divisions and the Office of Industry Advisory Committees consisting of (1) incomplete files of correspondence, memoranda, and related materials representing the day by day activities of these units after the removal of the significant materials and (2) extra copies of reports, orders, regulations, and related materials being preserved among the permanent records.</p> <p>NOTE: For these 4 units as well as for the Office of Product Assignments major materials similar to those listed under the item 1 NOTE are in the National Archives.</p> <p>3. Compliance Records, National and Field Offices, 1940-47: Statements of charges of violations of WPB orders and regulations, reports as to the validity of the charges, testimony before Compliance Commissioners, analyses of pertinent facts, copies of orders and regulations involved, and related materials. There has been only 1 request for information from these records in the last 20 months (July 1, 1952 - February 28, 1954, inclusive). Except for a sampling preserved to illustrate methods and procedures (which in the case of WPB are documented in the Policy Documentation File), comparable OPA files were destroyed several years ago.</p> <p>Enforcement of the controls established by the War Production Board was secured by means of administrative action and by criminal prosecution through the Department of Justice. In the latter case, the pertinent records are in the Justice Department. Enforcement proceedings and</p>		

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	<p>records of the Board relate entirely to the cases settled by administrative action. The great bulk of violations investigated were disposed of by the Compliance Division by means of explanation and education. About 2,500 cases went to hearings before compliance commissioners, resulting in the issuance of more than 900 suspension orders (suspending allocations or priorities to bring use by a company into proportion with equitable use - essentially a type of allocation or priority), more than 400 consent orders (company admitted violation and agreed to revised priority or allocation), and more than 400 probation orders. Official files covering each order are retained in the National Archives among the records of the Recording Secretary; in the case of appeals, files are among the records of the Chief Compliance Commissioner, which are also in the National Archives.</p>		
4.	<p>Status Information Order Files, 1940-47: Files maintained by the Status Information Branch of the Administrative Services Division of the War Production Board. They were designated as the official "order" files of the Board, and consist of copies of applications for priority assistance required under various WPB orders.</p> <p>The records are filed under the order number, by month or quarter, thereafter by name of applicant, making it necessary for a searcher to examine many records whenever an extensive search is required. Moreover, the files contain little supporting data as the correspondence and supporting documents were routed to the appropriate division for processing. Much of the possible value of the records was, therefore, never contained in the status information files as the division files were supposedly the more complete.</p> <p>The status information files, on the other hand, were not screened either for records to be included in the Plant Data Integration files or the Policy Documentation file, and were in that sense for a time more valuable than the division files containing similar and duplicate records. There is an exception to the above statement in the fact that the PDIA's (WPB 541's) reporting forms that formed a large segment of the status information files were destroyed through March 1944. The remaining PDIA records cover the period 1944 through August 1945.</p>		
5.	Production Requirements Plan (PRP) and Controlled Materials Plan (CMP) Divisional Records, 1941-46: The Production Requirements Plan and its successor, the		

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	<p>Controlled Materials Plan, were used to allocate materials to applicants for use in completing wartime projects.</p> <p>The applications were routed to the division charged with the function of allocating particular materials involved in the production of certain end-products.</p> <p>The PRP records consist primarily of Forms PD 25A (Application for Priority Assistance under Production Requirements Plan), PD 25F (Application for Supplementary Authorizations under Production Requirements Plan), correspondence, and related data and work sheets. Dates 1941 - 1st quarter 1943.</p> <p>The CMP records consist primarily of Form CMP-4B (Application for Allotment of Controlled Materials, and/or change in Authorized Production Schedule), CMPL-200 (Allotment Increase and Revised Authorized Production Schedule), correspondence and work sheets. Dates - first quarter 1943-1946.</p> <p>6. Industry Divisions and Bureaus (except operating files of the Minerals Bureau, such as those of the Mining Divisions, Miscellaneous Minerals Divisions, Aluminum Magnesium Division, and Metals and Minerals Division covered by "Log No. 3207"), 1940-47: Records of about 27 industry divisions and bureaus consisting of (1) incomplete files of correspondence, memoranda, forms, production schedule sheets, ledgers, and related materials representing the day by day activities of these units in their relations with industries and (2) extra copies of correspondence, reports, orders, regulations, and related materials being preserved among the permanent records.</p> <p>NOTE: For all of these divisions as well as for additional ones and for the various industry and labor advisory committees that worked with them and other committees that determined policies major materials similar to those listed under the item 1 NOTE are in the National Archives.</p> <p>Not duplicated in the National Archives are the innumerable forms filled out by all of the members of the various industries in connection with allocations, priorities, and compliance with orders and regulations together with the related correspondence at the division, branch, section, and unit levels. These have, however, been held</p>		

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	<p>4 years longer than was deemed necessary by the War Production Board, which in a disposal schedule approved by Congress in 1945 provided for their retention for only two years after the close of the program. In addition there are being held at the Federal Records Center, Region 3, the forms submitted by 5,000 representative firms in the Plant Data Integration File mentioned above. These forms were pulled from this residue of the divisional files and are not to be destroyed at this time.</p>		

ANALYSIS

WAR PRODUCTION BOARD RECORDS PROPOSED FOR RETENTION

The records which are proposed for disposal represent residual records of the War Production Board and predecessor and successor agencies, now held in the Region 3 Federal Records Center. They consist of incomplete files of headquarters and field offices from which have been removed the records of continuing or permanent value.

These files as originally constituted were examined first by the War Production Board and Civilian Production Administration records staff, who removed from them the records of permanent value now in the National Archives, principally in the Policy Documentation and Select Document Files. In 1943 the Department of Commerce, which through its Liquidation Division inherited those records not transferred to the National Archives, invited other Government agencies to look from the remainder any records which they considered of possible use in continuing programs. About 10,000 feet of records were taken; some of these have since been authorized for disposal.

The National Archives, after an examination of the residue in 1945 added a few items to its materials. In a project sponsored by the National Resources Planning Board, statisticians from the Census Bureau and other agencies who had WPB experience removed from the files about 60,000 documents, for the most part copies of materials already in the National Archives, and organized them into a "Related Materials" or "Mobilization Planning File," designed to furnish ready information for use in mobilization planning. This file is now in the National Archives. Another removal was made for the establishment by Census Bureau personnel of a Plant Data Integration File containing all the present returns made by about 5,000 representative firms to all the industry divisions of the Board. This file is in the Region 3 Federal Records Center and is one of those now proposed for disposal.

Finally, experience in maintaining the files at the Federal Records Center has indicated that certain additional records should not be destroyed at this time, and therefore should be excluded from the proposed disposal job. These groups of files are:

1. Tax Amortization Branch records, consisting largely of Recession Certificates.
2. Requisitioning case files of the Requisitioning Branch of the Financial Policy Division.
3. Operating files of the Minerals Bureau, such as those of the Mining Divisions, Miscellaneous Minerals Divisions, and Aluminum Magnesium Division.
4. Construction Bureau files, consisting largely of permits to construct chiefly under orders L-41 and F-55.

5. Official files of the General Counsel and his staff that were not screened to select papers for the Policy Documentation File are the Select Document File.
6. Files of the staff offices retired to the Cameron depository after August 31, 1947, and therefore not subject to screening for selection of papers for the Policy Documentation File or the Select Document File and Metals and Minerals Division covered by "Log No. 3207."

The records listed are, therefore, those that remain after the successive removals of the significant portions of the original Board files. They can be disposed of (1) as the minutiae representing the routine daily operations of the units, the activities of which are well documented in more usable form in records that are being preserved and (2) as duplicates (extra copies of correspondence, reports, orders, forms, regulations, etc.) of records that are also being preserved.

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO-		INITIALS	DATE
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2	ER (for file)	<i>Ime</i>	4 May
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4			
5			

FROM-		INITIALS	DATE
1	AD/CD	<i>mt</i>	30 Apr
2			
3			

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: Attached reply was coordinated with
 ORR, Industrial Register, and the
 Records Officer - all of whom had a look
 at the files scheduled for destruction.
 I'm assured that this reply will be fully
 understandable to Bahmer in view of the
 discussions which have taken place at the
 working level.

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

Think this is in your
Liaison Division's department.
Will you please have a reply
prepared or an acknowledgment
saying direct reply will be made
when answer can be determined. Use
your judgment about who
should sign, but please furnish an answer.

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

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Remarks:

GSA FORM 14
October 1953

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| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
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| <input type="checkbox"/> FILING | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> READ AND DESTROY | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> HANDLE DIRECTLY | <input type="checkbox"/> ALLOTMENT SYMBOL | |

- ☐ PREPARE REPLY FOR SIGNATURE OF _____
- ☐ ANSWER OR ACKNOWLEDGE BEFORE _____

FROM

DATE

REMARKS

This has been discussed with []
of your staff on an informal basis.

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